

230-03 MICROFILM SERVICES
Department: FINANCE - CITY CLERK
Effective Date: 8/01/85
Supersedes:
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1.0 PURPOSE:

To establish policy and procedure for Microfilm Services for City records.

2.0 ORGANIZATIONS AFFECTED:

All departments/divisions.

3.0 REFERENCES:

RCW 5.46.010
RCW 40.14.070

4.0 POLICY:

Vital and essential records will be microfilmed for protection against accidental or natural disasters, sabotage, and civil disorders to meet legal requirements for permanent preservation, to facilitate transfer from office to lower cost off-site storage, to allow systematic destruction of records, and to facilitate retrieval.

5.0 DEFINITIONS:

5.1 Microfilm

A fine-grain, high-resolution film containing an image greatly reduced in size from the original. Microfilming is the photographic reduction of a document on 16mm or 35mm film with such clarity that it can be enlarged to its original size with little loss of detail.

5.2 Microfilm System

The method by which film is used, stored, referred to, retrieved and duplicated comprises the system. It is the system which is referred to as "microfilming."

5.3 Essential Records

Records essential to (1) the resumption and/or continuation of operations, (2) the recreation of the legal and financial status of activity, or (3) the fulfillment of obligations to local, state and federal governments and/or outside agencies.

5.4 Retention Period

The period of time a records series has record value and must be retained to satisfy legal, historical or research requirements.

5.5 Vital Records Management

The application of records management techniques to the records of an organization to provide continuity, recovery capability, and protection of organizational interests in an emergency or after a disaster.

6.0 PROCEDURE:

6.1 Preparation. All records to be microfilmed must be carefully prepared. The user department, being

- knowledgeable with these files, will remove extraneous or non-record items from the file, ascertain that all materials are in the correct order for filming, and stamp Confidential materials (see RCW 42).
- 6.2 Complete the Micrographics Request Form (Part 1), available in the City Clerk's office. If records are to be destroyed after microfilming, complete Part 2.
- 6.3 Box documents to be microfilmed in Records Storage Boxes obtained from the City Clerk's office. Boxes are to be labeled at one end as to content. Documents are then signed out and transferred to the Microfilm Center.
- 6.4 The Microfilm Clerk will remove all staples, paper clips, and other foreign objects from the documents to prevent jamming of the camera. All imperfections (e.g., mutilations, tears, stains, and obliterations) affecting the legibility of the documents will be repaired, if possible, and folded or creased papers flattened. Before filming, appropriate "Beginning/Ending" targets are placed between series of documents in the file.
- 6.5 Upon agreement of the project details, Part 3 of the Project Request Form is signed by the City Clerk providing final approval of the proposed filming project. A copy will be sent to the departmental representative, and the original will remain with the City Clerk's office.
- 6.6 Project completion - The film is checked for quality and completeness, and duplicated if applicable. A summary of the contents will appear on the microfilm cartridge, and a complete index will be retained in the public record files in the City Clerk's office.
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